



*Carrazco & Associates
An Accountancy Corporation
Innovative Tax Solutions*

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Income Tax Preparation Checklist: This is an all inclusive checklist which lists all necessary documents to complete an accurate and complete tax return. For most taxpayers, most of these documents will not be applicable. Please bring all applicable documents to your appointment.

Personal Data

- 2005 Tax Returns (Federal & State)
- Social Security Numbers (including spouse and children)
- Child care Provider: Name, address, and tax I.D. or Social Security Number
- Alimony paid: Social Security Number

Employment & Income Data

- W-2 forms for this year
- Unemployment compensation: Form 1099 G
- Miscellaneous income including rent: Form 1099- MISC
- Partnership, S Corporation, & trust income: Schedules K-1
- Pensions and annuities: Forms 1099-R
- Social Security/ RR1 benefits: Forms RRB-1099
- Alimony received
- Jury duty paid
- Gambling and lottery winnings
- Prizes and awards
- Scholarships and fellowships
- State and local income tax refunds: Form 1099 G

Homeowner/ Renter Data

- Residential address(es) for this year
- Mortgage interest: Form 1098
- Sale of your home or other real estate: Form 1099- S
- Second mortgage interest paid
- Real estate taxes paid
- Rent paid during tax year
- Moving expenses



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Financial Assets

- Interest income statements: Form 1099-INT & 1099-OID
- Dividend income statements: Form 1099-DIV
- Proceeds from broker transactions: Form 1099-B
- Retirement plan distribution: Form 1099-R

Financial Liabilities

- Auto loan and leases (account numbers and car value) if vehicle used for business
- Student loan interest paid
- Early withdrawal penalties on CDs and other time deposits

Automobiles

- Personal property tax information

Expenses

- Gifts to charity (qualified written from charity for any single donation of \$250 or more)
- Unreimbursed expenses related to volunteer work
- Unreimbursed expenses related to your job (travel expenses, uniforms, union dues, subscriptions)
- Investment expense
- Job-related expenses
- Job-hunting expenses
- Child Care expenses
- Medical Savings Accounts
- Alimony paid
- Tax return preparation expenses and fees

Self-Employment Data

- Business income: Forms 1099 MISC and/or own records
- Partnership SE income: Schedules K-1
- Business-related expenses: Receipts, other documents & own records
- Farm related expenses: Receipts, other documents & own records
- Employment taxes & other business taxes paid for current year: Payment records

Miscellaneous Tax Documents

- Federal, state & local estimated income tax paid for the current year:
Estimated tax vouchers, cancelled checks & other payment record
- IRA, Keogh and other retirement plan contribution: If self-employed, identify as for self or employees
- Records to document medical expenses
- Records to document casualty or theft losses
- Records for any other expenditure that may be deductible
- Records for any other revenue or sales of property that may be taxable or reportable